

SCHOOL NAME: Rathfern Primary School			Risk Assessment No		
TOPIC	SCHOOL PROVISION – DURING PANDEMIC – January 2021		People at Risk:	Staff, Pupils, Siblings Visitors, Parents/Carers, Contractors, Delivery Drivers	
Assessment carried out by:	Gail & Eugene	Date:	03/01/2021	Date of Review:	Ongoing as Guidance changes

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p><b>1. Contracting Corona Virus</b>  <b>How:</b>  Pupils and staff being exposed to the virus due to lack of social distancing from non-school staff – parents / visitors.</p>	<ul style="list-style-type: none"> <li>▪ Bubbles limited to one per year group (except in Nursery &amp; reception children have been added following consultation with staff on the Inset day via a meeting on zoom) All bubbles are no larger than 15.</li> <li>• Bubbles placed in the largest classroom and all children / staff informed to maintain a 1 metre space</li> <li>▪ A Cleaning / sanitising checklist has been placed in every class together with a Dietary &amp; medical list.</li> <li>▪ All school staff and parents / carers have been informed that they can book a test</li> </ul>	<p><b>H</b></p> <p><b>?</b></p> <p><b>M</b></p> <p><b>H</b></p>	<ul style="list-style-type: none"> <li>▪ School staff reminded the necessity to maintain social distancing from parents / carers especially at pick up and drop off. Masks have to be worn</li> <li>▪ Parents encouraged to keep socially distanced when they drop off and pick up and to walk to the school / cycle where possible.</li> <li>▪ It is expected that younger pupils are not able to social distance and they can move between rooms as long as they are all one bubble</li> <li>▪ <b>Parents/ Carers discouraging them to come on-site.</b></li> <li>▪ All staff inducted about the new school arrangements for Covid 19 – including social</li> </ul>		

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	<p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <ul style="list-style-type: none"> <li>▪ Postal tests have been received from the Government –</li> <li>▪ A Drop Off / Pick Up Procedure is in place – <b>See appendix A</b></li> <li>▪ Soft starts applied to allow the safe arrival of pupils</li> <li>▪ A one-way system has been implemented so parents / carers will not be able to stand and wait to drop off / pick up.</li> </ul> <p>One member of staff will take each arriving group to their classes – using the set route stated on their Bubble Guidance displayed in the classroom.</p> <p>They will leave the pupils with the teacher and return and collect the next arriving group.</p> <ul style="list-style-type: none"> <li>▪ Social distancing markers have been placed on floors / areas where pupils / staff / parents line up.</li> <li>▪ A large A3 Poster is displayed where Parents / Carers pick up and drop on the school office window, and on each gate reminding them that they should not come to the school if they or members of the household are</li> </ul>	<p><b>M</b></p> <p><b>M</b></p> <p><b>H</b></p> <p><b>H</b></p>	<p>distancing, infection control, guidelines – <b>Staff to be briefed on the inset day</b></p> <p><b>A NEGATIVE RESULT WILL NEED TO BE SHOWN TO THE HEAD TEACHER BEFORE A STAFF MEMBER MAY RETURN TO SCHOOL AFTER DISPLAYING SYMPTOMS BEFORE THE SELF ISOLATION PERIOD OF 10 DAYS IS COMPLETED.</b></p> <ul style="list-style-type: none"> <li>▪ Updated procedure for a Pupil that displays symptoms of the virus in place.</li> <li>▪ A protective screen has been installed at the Reception Area to protect front line staff.</li> <li>▪ Risk assessment undertaken of the office and Reception Area to ensure social distancing is maintained from Staff and Visitors</li> <li>▪ Contact details obtained from all visitors to the school site to ensure Test, Track, Trace is effective if a positive case is confirmed.</li> <li>▪ <b>Risk assessment undertaken for parents / carers coming on site to settle Reception pupils</b></li> <li>▪ Mask wearing has now become compulsory when walking around secondary schools. Although it is not compulsory in Primary schools, Rathfern school expects staff to do the same during this period.</li> <li>▪ Staff have been asked to wear masks in communal areas and while moving around the school building.</li> </ul>		

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	<p>displaying any symptoms of the virus.</p> <ul style="list-style-type: none"> <li>▪ A booklet was also sent to Parents informing them of the various aspects of the virus.</li> <li>▪ No visitors permitted to enter the school without prior permission from <b>the Head Teacher or Eugene</b></li> <li>▪ Head Teacher/SLT will keep school staff and pupils consistent within the bubbles and not change where possible. Staff not to cross bubbles unless in an emergency – rota system in place to ensure this.</li> <li>▪ All shared resources and equipment to be wiped down- and ready for the next user.</li> <li>▪ Staff not on rota will only be allowed to come onto the school site with prior permission from SLT. They must work in a separate room and have minimal (only if necessary) contact with others.</li> </ul>		<p>Only therapists will be allowed on site during this period.</p> <p>All shared resources need to be cleaned “often” so not every day unless other bubbles are using the equipment.</p> <ul style="list-style-type: none"> <li>▪ Sanitising wipes left in rooms to aid this process</li> <li>▪ Staff not on rota must only use rooms that are within their year group bubble.</li> <li>▪ Computer and other equipment used must be wiped down by the user with anti-bacterial wipes provided after use.</li> <li>▪ Signs reminding staff to wipe down equipment to be visible.</li> </ul>		

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			See <u>“Bubble” RA</u> See <u>Updated Social Distancing RA</u> See <u>Updated Office RA</u>		
<p><b>2.</b> <b><u>Contracting Corona Virus</u></b> <b>How:</b> Staff being exposed to the virus due to lack of social distancing and coming into contact with the virus from contractors / visitors and delivery persons (packages)</p>	<ul style="list-style-type: none"> <li>▪ See <u>Contractors Guidance</u> – a procedure is in place if a contractor needs to attend site to carry out essential works.</li> <li>▪ All visitors / contractors/ and delivery drivers can only enter the school grounds if not encountering staff and pupils.</li> <li>▪ Packages are left unopened for a minimum of 24 hours and stored under the desk in the school office.</li> <li>▪ Staff have access to PPE to open the packages and empty the contents.</li> <li>▪ Sanitiser is available for all staff</li> </ul>	<p><b>H</b></p> <p><b>H</b></p> <p><b>H</b></p>	<ul style="list-style-type: none"> <li>▪ Deliveries drivers not permitted to enter the school building all items should be dropped inside the school gate</li> <li>▪ Cleaning regime in place of all common parts and reception area.</li> <li>▪ Protective screen installed at the Reception area.</li> <li>▪ Staff not permitted to order personal items to be delivered to the school until further notice.</li> <li>▪ Visitors guidance sent to all persons that have booked and appointment to visit the school.</li> <li>▪ Visitors guidance issued by Reception staff to visitors that come to the school without an appointment.</li> </ul> <p>See <u>Updated Contractors RA</u> See <u>Visitors Guidance</u></p>		
<p><b>3.</b> <b><u>Contracting Corona Virus</u></b> <b>How:</b> Staff / Pupils (within the “bubble” being exposed to the virus due to lack of social distancing from</p>	<ul style="list-style-type: none"> <li>▪ Staff to encourage pupils to wash their hands regularly – particularly before and after breaks.</li> <li>▪ Class sizes reduced to a maximum of 20 per class bubble and stay in the same classroom.</li> <li>▪</li> </ul>	<p><b>M</b></p> <p><b>M</b></p>	<ul style="list-style-type: none"> <li>▪ New “Bubbles” groups have been determined by the Head Teacher taking factors such as numbers / staff available / resources / timetables / rota’s / SEN pupils etc.</li> <li>▪ Playground spaces allocated to individual year groups</li> <li>▪ New toilet cleaning regime implemented as guidance now changed to allow “bubble” groups to share</li> </ul>		

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<p>children / adults and coming into contact with the virus after an infected pupil / adult has touched a surface or displays symptoms of the virus. Poor respiratory practices.</p>	<ul style="list-style-type: none"> <li>▪ Staff will supervise and assist pupils washing their hands to ensure it is effective.</li> <li>▪ Staff to ensure there are tissues available for pupils and that they dispose of them immediately and wash their hands.</li> <li>▪ School staff have access to handwashing facilities and antibacterial hand sanitiser.</li> <li>▪ Staff reminded of the importance to maintain a robust hand washing / sanitising regime.</li> <li>▪ Premises and classroom staff to regularly clean and sanitise contact points – particularly surfaces, door handles, light switches etc and toilets and update checklist.</li> <li>▪ Staff reminded not to face a pupil when working with them – to stand above them where possible or to their side.</li> <li>▪ Staff reminded to wash their hands immediately after sharing resources with pupils.</li> <li>▪ Pupils encouraged by staff not to touch their faces by school staff and organise awareness sessions (age appropriate)</li> <li>▪ All soft furnishings and toys removed from the classroom as they cannot be suitably sanitised.</li> </ul>	<p><b>M</b></p> <p><b>M</b></p> <p><b>M</b></p> <p><b>H</b></p> <p><b>H</b></p> <p><b>H</b></p> <p><b>H</b></p> <p><b>H</b></p>	<p>facilities.</p> <ul style="list-style-type: none"> <li>▪ Premises staff to increase the times they empty bins within the “bubbles” At midday and at the end of day</li> <li>▪ Updated procedure in place for any pupil displaying symptoms of the virus - See <u>Pupil with suspected Corona Virus Procedure</u></li> <li>▪ Classrooms (other than EYFS) have their desks arranged to be forward facing (where possible) and excess furniture removed to free up space, to enhance social distancing space.</li> <li>▪ Intervention group spaces will be where possible used by pupils within the bubble only.</li> <li>▪ The areas will be well ventilated, and sizes restricted to ensure space to social distance.</li> <li>▪ Resources within the “bubble” will be cleaned and sanitised frequently.</li> <li>▪ It is not expected that younger pupils are able to social distance and where possible staff should not work with them face 2 face. Staff should be permitted to wear visors / masks if they can not maintain 2 metre distance.</li> <li>▪ All equipment shared with other “bubbles” such as science / art / sports will be cleaned and sanitised after use or rotated and left unused (and out of reach) for a period of 72 hours.</li> <li>▪ Any resources / books taken home by pupils will be either cleaned and sanitised or stored (and out of reach) for 72 hours on return.</li> <li>▪ Pupils to bring in their own water bottles and refill them from the classroom taps.</li> </ul>		

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			<ul style="list-style-type: none"> <li>▪ All year groups will be issued with their own stationery packs.</li> <li>▪ Music sessions will only take place within the same year group. The teacher will be socially distanced from the pupils. If Individual music lessons take place the teacher will wash their hands before and after each lesson.</li> <li>▪ EYFS resources washed at the end of each day in a sterilising solution and left to dry.</li> </ul>		
<p><b>4. Contracting Corona Virus</b> <b>How:</b> Children being exposed to the virus due to lack of social distancing from other children / staff (OUTSIDE THEIR BUBBLE) or touching a surface/resource where the virus is present</p>	<ul style="list-style-type: none"> <li>▪ Staggered breaks and lunch time rota in place. (See Appendix A)</li> <li>▪ Drop off / pick up procedure in place. (See above).</li> <li>▪ Outside play / lessons planned where possible – see rota.</li> <li>▪ Staff to supervise children travelling to and from the toilets to ensure they do not come in contact with children from another “bubble”</li> <li>▪ Staff to only allow one child at a time to go to the toilet.</li> </ul>	<p><b>H</b></p> <p><b>H</b></p> <p><b>H</b></p> <p><b>H</b></p> <p><b>H</b></p>	<ul style="list-style-type: none"> <li>▪ Premises staff to increase the cleaning regime – particularly surfaces, door handles and toilets / taps as guidance now allows “bubbles” to share toilets – see “Bubble” checklist.</li> <li>▪ Premises Manager to ensure there are adequate numbers of cleaning staff available during the school day to complete the enhanced regime.</li> <li>▪ Children from the same bubble can share toilets – which should be part of the enhanced cleaning regime</li> <li>▪ Updated procedure for a Pupil that displays symptoms of the virus in place.</li> <li>▪ Pupils attending breakfast and after school clubs will be kept in their class / year group bubbles where possible</li> <li>▪ Phase groups will be introduced where there a less than 10 students per year group or due to lack of space.</li> </ul>		

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			<ul style="list-style-type: none"> <li>▪ All resources shared with “bubbles” are cleaned at the end of the session or taken out of use for a minimum of 72 hours.</li> <li>▪ If Intervention group spaces are used by different bubbles – they will be sanitised between use and resources removed and stored for 72 hours.</li> <li>▪ The group intervention spaces will be well ventilated, and sizes restricted to ensure space to social distance.</li> <li>▪ Staff moving between “bubbles” to have their own sets of pens etc.</li> <li>▪ Whole school assemblies cancelled. Consideration given to “bubble” assemblies.</li> <li>▪ A list will be maintained by WHO – that will detail any pupils leaving or joining other “bubbles” during the school day (breakfast / afterschool / music /</li> <li>▪ New route(s) to the class has been implemented to reduce the risk of bubble groups coming into contact with each other.</li> <li>▪ Head Teacher / SLT to organise the new “Bubble” groups (Jan 21) to try and ensure the school staff and pupils are consistent within the bubbles and not change where possible.</li> <li>▪ New rota’s in place for staggered breaks / lunch and outside play – January 2021</li> <li>▪ Staff reminded that if they have to move between groups / bubbles (in an emergency) they should maintain an appropriate distance from pupils and other staff and ensure good hand hygiene. And have their own stationary etc.</li> </ul>		

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<p><b>5. Contracting Corona Virus</b> <b>How:</b> Staff contracting the virus due to lack of social distancing on the way to work and in work. Coming into contact with the virus on contaminated surfaces and equipment.</p>	<ul style="list-style-type: none"> <li>▪ Staff room rota in place. Staff have staggered breaks and lunches in allocated rooms</li> <li>▪ Signage displayed in the staffroom reminding staff to sanitise all contact areas after use.</li> <li>▪ Cleaning checklist in all classrooms to be completed during the day, spot-checks take place to ensure cleaning is taking place.</li> <li>▪ Cleaning and sanitising chemicals available for use.</li> <li>▪ Staff reminded regularly to ensure social distancing particularly in the staff room, toilets and breaktimes.</li> <li>▪ Staff reminded regularly through signage and emails, to ensure they maintain strict handwashing regimes.</li> </ul>	<p><b>H</b> <b>H</b> <b>H</b> <b>H</b> <b>H</b></p>	<ul style="list-style-type: none"> <li>▪ Staff issued with guidance about travelling on public transport and the requirement for face coverings and masks.</li> <li>▪ Consideration given to a staggered entry into the school in the mornings.</li> <li>▪ Staff advised to remove clothing on their return home and shower.</li> <li>▪ Staff reminded to wash or sanitise hands after touching resources that have been used by pupils in their “bubble”</li> <li>▪ Staff to ensure they do not mix with staff from other “bubbles” unless agreed by the Head Teacher.</li> <li>▪ Staff provided with PPE if they are unable to socially distance.</li> <li>▪ Staff to have their own stationery (pens etc)</li> </ul>		
<p><b>6. Contracting Corona Virus</b> <b>How:</b> Staff / Pupils / Visitors / Contractors coming into contact with the virus from touching an infected surface / area / equipment. Inadequate numbers of cleaning staff available. Inadequate cleaning supplies available for</p>	<ul style="list-style-type: none"> <li>▪ Classroom / bubble cleaning sheet in place – staff to update when cleaning has taken place.</li> <li>▪ Cleaning checklist in place for all common areas in the school</li> <li>▪ Premises and school staff to ensure adequate supplies of tissues and paper towels are available during the school day for toilets / classrooms/ areas</li> <li>▪ Full clean undertaken by School Cleaners – Every evening</li> </ul>	<p><b>H</b> <b>H</b> <b>H</b> <b>H</b></p>	<ul style="list-style-type: none"> <li>▪ Premises Manager to ensure there all staff have disinfecting wipes to increase the cleaning regimes and to oversee the cleaning timetable and staggered lunches with support from the office manager.</li> <li>▪ New toilet cleaning regime implemented as “bubble” groups allowed to share toilets.</li> <li>▪ The main reception desk and Sign in Equipment is cleaned and sanitised regularly by staff.</li> <li>▪ Office assessment in place which covers deliveries.</li> <li>▪ Cleaning / sanitising regime in place for lunchtimes – tables, stools, contact points, chairs, cutlery trays etc.</li> </ul>		



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classrooms and areas around the school.	<ul style="list-style-type: none"> <li>▪ Hand washing and sanitising stations available around the school and at Reception.</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Guidance issued to all Contractors which details the cleaning and sanitising regimes within the school.</li> <li>▪ Visitors guidance issued prior to any authorised person coming on site.</li> </ul>		
<p><b>7.</b> <b><u>Lunchtimes</u></b> <b>How:</b> Risk of exposure to the virus from pupils coming into contact with pupils / staff from other “bubbles” and touching equipment that may have been contaminated.</p>	<ul style="list-style-type: none"> <li>▪ Staggered lunch time rota in place for dining hall and lunchtime play.</li> <li>▪ Supervising lunchtime staff to ensure pupils do not share drinking / eating utensils or food.</li> <li>▪ Parents/ Carers instructed to provide individual drinking bottles for their child.</li> <li>▪ School staff to wear PPE if required.</li> </ul>	<b>H</b> <b>H</b> <b>H</b> <b>H</b>	<ul style="list-style-type: none"> <li>▪ One-way system introduced to allow pupils to enter and leave the dining hall without coming into contact with persons from another “bubble”.</li> <li>▪ Packed lunch and school dinner pupils sit together in their class “bubble” – no separate tables</li> <li>▪ Head Teacher to arrange where possible that staff from the class “bubble” supervise their pupils during their lunch break.</li> <li>▪ Staff to organise the dining hall tables and chairs/stools to ensure children from different “bubbles “are kept apart.</li> <li>▪ Staff to clean and sanitise the tables, stools, chairs and contact points after each “bubble”.</li> <li>▪ Open bins available in the dining hall for pupils to dispose of any food / equipment easily.</li> <li>▪ SEN – if you have pupils with a special need and require assistance at mealtimes – this must be documented in their individual risk assessment</li> </ul>	Wen dy 2 <sup>nd</sup> Sept	
<p><b>8.</b> <b>Waste</b> <b>How:</b> No waste procedure in place. Staff not aware of procedure to dispose of contaminated waste after a confirmed case of the virus. No identified storage area for contaminated</p>	<ul style="list-style-type: none"> <li>▪ School Waste Procedure in place.</li> <li>▪ Collection of waste from classrooms / areas timetable in place.</li> <li>▪ PPE available for all staff</li> </ul>	<b>H</b> <b>H</b> <b>H</b>	<ul style="list-style-type: none"> <li>▪ All Premises staff aware of the procedure to deal with the waste generated after cleaning an area where a person / pupil has used – that has tested positive for the virus.</li> <li>▪ The medical waste bin has been identified as the area (which should be not accessible) to store potentially contaminated waste until a confirmation of the test.</li> <li>▪ Lidded bins available in all classrooms</li> </ul>	2/9/2 0  Euge ne	

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waste. No PPE available					
<b>9. Equipment How:</b> Existing school equipment causing an increase to the risk of exposure and transmission of the virus.	<ul style="list-style-type: none"> <li>▪ Hand Driers – will be used</li> <li>▪ Bins – replaced with lidded bins</li> <li>▪ Water fountains disconnected</li> </ul>	<b>H</b>  <b>H</b>  <b>H</b>	<ul style="list-style-type: none"> <li>▪ Additional bins ordered for September opening.</li> <li>▪ Non-essential equipment / furniture removed from the classrooms / corridors to free up space – to maximise social distancing.</li> <li>▪ Handwashing facilities in each classroom.</li> </ul>	2 <sup>nd</sup> Sept	
<b>10. School Trips How:</b> Staff and pupils exposed to the virus whilst off the school site. School unable to control the risks of the virus.	<ul style="list-style-type: none"> <li>▪ No school trips are currently planned</li> </ul>		<ul style="list-style-type: none"> <li>▪ Local outdoor trips may be considered to a local park or green space once a risk assessment has been undertaken</li> </ul>		
<b>11. Communication How:</b> Parents / carers not aware of any new advice from the Government or School regarding the	<ul style="list-style-type: none"> <li>▪ School to inform parents / carers about the measures that they are taking and how they can help.</li> <li>▪ Staff issued with advice and the schools' arrangements for opening in September – A booklet has been issued and will be updated on a</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>▪ School Leadership Team fully aware of the NHS “Test, Track &amp; Trace” process.</li> <li>▪ System in place to obtain contact details for all those entering our site.</li> <li>▪ Letter / email sent to all Parents / Carers detailing all the new arrangements for school opening September 2020 – Sent on the 28<sup>th</sup> August</li> </ul>	2 <sup>nd</sup> Sep  “  28 <sup>th</sup> Aug	

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<p>virus.</p> <p>Parents / carers not aware of any reported cases in the school.</p> <p>School staff not aware of new government / school guidance documents and arrangements.</p> <p>Trade union reps not updated or consulted about any new arrangements for staff in the school</p> <p>Visitors to the school not aware of the School's new arrangements</p>	<p>regular basis.</p>		<ul style="list-style-type: none"> <li>▪ School will update parents / carers regularly on any new advice / guidance from Lewisham / PHE / Government.</li> <li>▪ ALL staff inducted about new procedures during January INSET day.</li> <li>▪ School procedure in place to update parents / carers of any persons (within the school setting) that has had a positive test for the virus confirmed.</li> <li>▪ Template letter developed to send to Parents / Carers when a positive test result has been confirmed for a person within the school.</li> <li>▪ All school staff inducted about the new arrangements / risk assessments / procedures at the inset day training.</li> <li>▪ School staff will be notified immediately by the Head Teacher on any changes in Government advice about Corona Virus and any new measures.</li>   <li>▪ School will invite Trade Union and Staff Reps to be involved in all aspects of the school reopening arrangements including risk assessments and site inspections.</li> <li>▪ Facility time permitted for Trade Union and Staff reps to meet with SLT to discuss any health and safety concerns.</li> <li>▪ All planned visitors to the school will be sent a guidance document prior to the visit to inform them of all the Schools arrangements and expectations. See Visitors Guidance</li> </ul>	<p>Weekly</p> <p>2<sup>nd</sup> Sep</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>Aug/ Sep 2020</p>	
<p><b>12.</b> <b>First Aid / Intimate Care</b> <b>How:</b> No first aid provision.</p>	<ul style="list-style-type: none"> <li>▪ Bubble checklist in each class giving information of the First Aiders / kit.</li> </ul>	<p><b>H</b></p> <p><b>H</b></p>	<ul style="list-style-type: none"> <li>▪ Parents / carers now issued with an accident form after a pupil has had an accident / injury by a member of staff within the “bubble”</li> </ul>		

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<p>Unable to maintain social distancing whilst undertaking first aid and elements of intimate care.</p> <p>No correct PPE available. Risk of transmission of the virus from passing paperwork about accidents / incidents. Parents / carers unaware of any accidents / incidents</p>	<ul style="list-style-type: none"> <li>▪ Bubble checklist in each class giving information of any pupils with Intimate Care Plans.</li> <li>▪ First Aid Procedure in place.</li> <li>▪ Intimate Care Procedure in place.</li> <li>▪ PPE Policy in place.</li>   <li>▪ Adequate amounts of PPE available for school staff.</li> <li>▪ System in place to replenish stocks of PPE – Eugene</li> <li>▪ Cleaning regime in place – after first aid procedures / intimate care.</li> <li>▪ Waste procedure in place for the disposal of all clinical / contaminated waste.</li> </ul>	<p>H H H H H H</p>	<ul style="list-style-type: none"> <li>▪ Staff from the “bubble” to upload accident / incident information onto School Database ( Medical Tracker once implemented )</li> <li>▪ The copy of the slip will be held within the “Bubble” and passed to the office at the end of each week.</li>   <li>See <u>Updated First Aid RA</u></li> <li>See <u>Updated Infectious Diseases RA</u></li> <li>See <u>Updated Intimate Care RA</u></li> <li><b>PPE Policy</b></li> </ul>		
<p><b>13. Medications / Medical Conditions</b></p> <p><b>How:</b></p> <p>No medications on site, out of date medications, medication not available, no authorisation to administer medication, unauthorised access to medications, staff not trained to administer medications.</p> <p>No information available for pupils with medical conditions</p>	<ul style="list-style-type: none"> <li>▪ Details of all pupils with medications is available on “bubble” checklist including where they are stored.</li> <li>▪ TA’s are responsible for ensuring medications are available for pupils and they are in date?</li> <li>▪ Parent / carers to complete an authorisation form to administer medications.</li> <li>▪ A procedure is in place to advise Parents / Carers for replacement medications with sufficient lead time.</li> <li>▪ EHCP plans in place for pupils with medical conditions. - information attached to “Bubble” checklist and all relevant staff made aware of them.</li> </ul>	<p>H H M H H</p>	<ul style="list-style-type: none"> <li>▪ The school may complete an individual risk assessment for a pupil that requires medications / medical procedures, or that may increase the risk of staff contracting the virus.</li> <li>▪ Relevant staff trained in administering of medications. – SLT and office staff.</li>   <li>See <u>Updated Medications RA</u></li> </ul>		

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
	<ul style="list-style-type: none"> <li>▪ All medications stored out of the reach of pupils.</li> <li>▪ Emergency medications stored in the school office in a locked cupboard.</li> </ul>	<b>H</b>			
<p><b>14. Fire How:</b> Staff /Visitors and pupils unaware of the fire evacuation procedure. Persons from “bubbles” coming into contact with each other during an evacuation. Insufficient fire marshalls on site. No arrangements in place to detail the procedure to follow for any person that needs assistance to evacuate safely.</p>	<ul style="list-style-type: none"> <li>▪ A PEEP (Personal Emergency Evacuation Plan) is in place for any person within the “Bubble” that may need assistance to evacuate during evacuation.</li> <li>▪ Details of any PEEP’s will be featured on the “bubble” checklist.</li> <li>▪ Office staff to brief any visitors about the procedure to follow if the fire alarm is activated and if they may require any assistance to evacuate safely.</li> </ul>	<b>H</b>  <b>H</b>  <b>M</b>	<ul style="list-style-type: none"> <li>▪ Any new fire evacuation procedures will be communicated to staff at the Inset training day &amp; by email.</li> <li>▪ All new fire evacuation routes, and fire assembly points are detailed on “Bubble” checklist – which includes identified person responsible for sweeping the area(s).</li> <li>▪ Office staff to take visitors book with them to the assembly point in a fire evacuation.</li> <li>▪ Premises staff to walk the evacuation routes prior to September opening to ensure the directional fire signage is displayed accurately and fire equipment is all in place.</li> <li>▪ Fire drill planned for after the October half term.</li> </ul> <p>See Updated <u><a href="#">Fire Evacuation RA</a></u></p>		
<p><b>15. Face Coverings / Masks How:</b> No procedure in place for the safe removal, disposal and storage of face coverings and masks.</p>	None		<ul style="list-style-type: none"> <li>▪ The procedure for where pupils arriving either dispose of their mask / face covering or store it during the school day has been emailed and is on the school website.</li> <li>▪ Instruction to pupils may be required.</li> <li>▪ Staff should be given guidance and instruction at Inset day</li> </ul>		

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p><b>16.</b> <b>SEN</b> <b>How:</b> Staff and other pupils at increased risk of exposure to the virus due to pupils with special educational needs unable to social distance. SEN pupil unable to maintain good respiratory hygiene (spitting / biting / produce excess saliva)</p>	<ul style="list-style-type: none"> <li>▪ PPE is available for all staff that work with children that are unable to maintain social distance or increased risk of exposure to the virus.</li> <li>▪ A risk assessment will be undertaken for specific pupils when necessary.</li> </ul>	<p><b>H</b></p> <p><b>H</b></p>	<ul style="list-style-type: none"> <li>▪ A risk assessment may be undertaken of staff working with SEN pupils, when there is an increased risk of contracting the virus.</li> <li>▪ Staff advised to only work in very close proximity if absolutely necessary and wear the appropriate PPE.</li> <li>▪ Increased cleaning and sanitising regime may be implemented if surfaces / resources become contaminated.</li> </ul>	<p>DA</p>	
<p><b>17.</b> <b>Behaviour</b> <b>How:</b> Increased incidence of poor behaviour due to new rules, lack of routines and lack of attendance.</p>	<ul style="list-style-type: none"> <li>▪ <b>See Behaviour Policy on website</b></li> </ul>	<p><b>M</b></p>	<ul style="list-style-type: none"> <li>▪ Risk assessments may be undertaken for specific pupils.</li> <li>▪ All staff reminded to report any incidents of violence and aggression – and if required an accident / incident form completed.</li> </ul>		
<p><b>18.</b> <b>Furniture/ Resources</b> <b>How:</b> Resources / furniture and equipment not age / size / appropriate causing lack of understanding / injury / harm. Equipment not sanitised or shared by different “bubbles” at risk of transmitting the virus</p>	<ul style="list-style-type: none"> <li>▪ Staff to ensure strict supervision when introducing any new equipment or resources.</li> <li>▪ All equipment / resources will be age / maturity appropriate and included in an activity risk assessment.</li> <li>▪ All soft furnishings / toys removed from class.</li> </ul>	<p><b>H</b></p> <p><b>H</b></p> <p><b>H</b></p>	<ul style="list-style-type: none"> <li>▪ All equipment / resources can now be shared by children and adults in the “Bubble” and cleaned as part of the routine cleaning regime.</li> <li>▪ All equipment / resources shared with other “bubbles” such as science / art / sports will be cleaned and sanitised after use or rotated and left unused (and out of reach) for a period of 72 hours or disinfected</li> </ul>		

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p><b>19.</b> <b>Outside Play Equipment</b> <b>How:</b> External play equipment not age / size / appropriate causing lack of understanding / injury / harm. Equipment damaged / not safe to use. Equipment not sanitised or shared by different “bubbles” at risk of transmitting the virus.</p>	<ul style="list-style-type: none"> <li>▪ All external play equipment will be risk assessed to ensure it is age / maturity appropriate.</li> <li>▪ All play on external equipment will be supervised by school staff.</li> <li>▪ All external play equipment is visually inspected by Premises staff monthly.</li> <li>▪ An annual inspection and service is undertaken by a competent contractor.</li> </ul>	<p><b>H</b> <b>H</b> <b>H</b> <b>H</b></p>	<ul style="list-style-type: none"> <li>▪ Sand pits cleaned daily with a sterilising solution and turned and sanitised again.</li> <li>▪ Pupils given individual sand trays to use.</li> <li>▪ Outside play equipment sanitised as part of the general cleaning regime (as long as only used by pupils within the “bubble”)</li> <li>▪ Outside resources washed in water tray with sterilising solution and left to dry overnight.</li> </ul>		
<p><b>20.</b> <b>PE</b> <b>How:</b> Exposure to the virus due to equipment not sanitised after another “bubble”. Exposure to the virus from playing contact sports. Increased risk of exposure to the virus during indoor activities.</p>	<ul style="list-style-type: none"> <li>▪ A selection of PE equipment assigned to each “bubble”</li> </ul>		<ul style="list-style-type: none"> <li>▪ Sports and activities undertaken outside when possible.</li> <li>▪ No contact sport timetabled.</li> <li>▪ Equipment cleaned and sanitised between “bubbles”.</li> <li>▪ Pupils to wash hands before and after PE lesson.</li> <li>▪ Teacher to demonstrate activity and then remotely supervise the pupils.</li> <li>▪ Equipment spaced out to enhance distancing around the pupils and staff.</li> <li>▪ Pupils will come into school dressed in their PE kit</li> </ul>		
<p><b>21.</b> <b>Transport - School</b> <b>How:</b> Exposure to the virus due to lack of social</p>	None	<b>n/a</b>	<ul style="list-style-type: none"> <li>▪ Pupils to sit near other members of their “bubbles” where possible.</li> <li>▪ Space to be left between seats to ensure social distancing.</li> </ul>		

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
distancing between transport staff and pupils. Inadequate space between seats. Inadequate cleaning and sanitising. Pupils from different “bubbles” mixing.			<ul style="list-style-type: none"> <li>▪ Hand sanitiser applied to pupils on boarding and disembarking from the transport.</li> <li>▪ Additional cleaning of the vehicles will be undertaken (if they are a school vehicle – if not you should get reassurance from Door2Door)</li> </ul>		
<b>22. School Estate</b> <b>How:</b> School not safe to reopen. Building checks not undertaken Water stagnation due to low occupancy – risk of legionella. No site inspection undertaken to identify hazards.	<ul style="list-style-type: none"> <li>▪ All visual fire / water / gas / electric / lift checks undertaken by premises staff.</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Statutory maintenance check undertaken by Premises staff August 2020 – prior to opening and mandatory service and maintenance visits from contractors undertaken – when due (see statutory maintenance checklist)</li> <li>▪ Full site inspection undertaken by Premises / SLT / Governor / Trade Union Rep</li> <li>▪ All water outlets flushed on a weekly basis, and records maintained.</li> <li>▪ Water samples last taken on a monthly basis</li> </ul>	Eugene	
<b>23. Ventilation</b> <b>How:</b> Poor ventilation / circulation increasing the risk of spreading the virus	None	<b>H</b>	<ul style="list-style-type: none"> <li>▪ All doors and windows kept open (unless dedicated fire doors)</li> <li>▪ Desk and ceiling fans can now be used as long as the area is well ventilated.</li> <li>▪ Air conditioning may now be used ( still keeping the room ventilated) but, if you use a centralised ventilation system that removes and circulates air to different rooms the recirculation must be turned off and a fresh air supply used.</li> </ul>		
<b>24. Staff Meetings</b> <b>How:</b> Staff at risk at transmitting or exposure	All meeting held in a large room to allow social distancing.  Year group meetings kept within bubbles.	<b>H</b>	<ul style="list-style-type: none"> <li>▪ ALL meeting will take place remotely during this period.</li> <li>▪ Meetings with parents (only if urgent) to take place on the telephone/ remotely.</li> </ul>		



Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
to the virus due to lack of social distancing, sharing resources, touching a contaminated surface.			<ul style="list-style-type: none"> <li>▪ Smaller groups will be considered where appropriate.</li> <li>▪ Meetings with Parents / Carers only permitted if they are of an urgent matter. (indoor) <ul style="list-style-type: none"> <li>▪ Room to be arranged to ensure social distancing.</li> <li>▪ Visitor guidance to be sent to Parent / Carer prior to meeting.</li> </ul> </li> </ul>		
<p><b>25. Personal Protective Equipment (PPE)</b> <b>How:</b> Risk of contracting the virus due to incorrect use of PPE, incorrect removal of PPE, inadequate amounts of PPE available, not correct standard of PPE</p>	<ul style="list-style-type: none"> <li>▪ PPE available in classrooms (for first aid and intimate care).</li> <li>▪ PPE available for Cleaners from Rapid Clean</li> <li>▪ PPE sourced and stocked by Eugene Gemma and Gail</li> <li>▪ Procedure in place for a pupil displaying symptoms of the virus and the staff aware of the location of the Emergency PPE to wear.</li> <li>▪ Staff at the main gate to wear PPE if they feel anxious and at risk from parents / carers not socially distancing.</li> </ul>	<p><b>H</b> <b>M</b> <b>H</b> <b>H</b> <b>M</b></p>	<ul style="list-style-type: none"> <li>▪ All school staff issued with guidance on the wearing and removal of PPE.</li> <li>▪ All PPE purchased in accordance with PHE <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></li> </ul>		
<p><b>26. Working from Home</b> <b>How:</b> Incorrectly set up workstation, fire, manual handling, trip, environmental, lone working, stress hazards to the individual.</p>	<ul style="list-style-type: none"> <li>▪ See Work at Home RA</li> <li>▪ Staff issued with guidance to set up workstation correctly</li> <li>▪ See Lone Working RA</li> </ul>	<p><b>M</b> <b>M</b> <b>H</b></p>	<ul style="list-style-type: none"> <li>▪ All risk assessments reviewed for staff working from home (September 2020)</li> </ul>		
<p><b>27. Lettings</b></p>	<ul style="list-style-type: none"> <li>▪ No lettings permitted</li> </ul>		<ul style="list-style-type: none"> <li>▪ Lettings will be risk assessed on an individual basis and clear guidance and information to the hirer will</li> </ul>		

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p><b>How:</b> Persons attending lettings introduce the virus to the school. Area of letting not sanitised after use. Risk of transmitting the virus due to lack of social distancing. No clear guidance given to users of the school.</p>			<p>be communicated.</p>		
<p><b>28. Wrap Around Care</b> <b>How:</b> Pupils and staff contracting the virus due to pupils from different “Bubbles” mixing. Lack of social distancing, poor cleaning / sanitising, sharing of food and utensils / equipment, parents congregating when dropping off and picking up.</p>	<ul style="list-style-type: none"> <li>▪ None</li> </ul>		<ul style="list-style-type: none"> <li>▪ See <u>Wrap Around Care</u> RA</li> </ul>		
<p><b>29. IT Suites &amp; iPads / Trolleys</b> You should add to the risk assessment the risks of transmission of the virus from using / sharing of equipment and lack of social distancing</p>	<ul style="list-style-type: none"> <li>▪ The IT suite will not be used until after the October half term at the earliest</li> </ul>		<ul style="list-style-type: none"> <li>▪ All iPads will be used in class and sterilised before being returned to the hub.</li> </ul>		

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p><b>30. Control Measures</b>            Keeping a set of iPads for a “bubble” and cleaning as part of the general cleaning regime            Rota of use of the iPads with sanitising before and after use (if being shared between “bubbles”)</p> <p>Taking IT Suites out of use – initially            Cleaning of all contact points in the IT Suite between “Bubbles” – this is quite arduous            Allocate the IT Suite to a Bubble per day / week and then cleaning after use            There will be a lot of contact points in an IT Suite – surfaces, keyboards, mice, screens, chairs, switches etc            Spacing out the seats / work stations</p>	<ul style="list-style-type: none"> <li>All iPads will be used in class and sterilised before being returned to the hub</li> </ul>		<ul style="list-style-type: none"> <li></li> </ul>		

**Signed: Mrs N Maharasingam**

**Role: Head Teacher**

**Date: 4<sup>th</sup> January 2021**

## APPENDIX

	MORNING	Break	Lunch	Playtime	Afternoon Break	Home time
	<b>GATE A</b>	<b>FRONT PLAYGROUND</b>				<b>GATE A</b>
Reception	9.00	10.00	11.30-12.00	12.00-12.30	2.15-2.30	1.40
Year 1	9.00	10.00	11.30-12.00	12.00 – 12.30	2.00-2.15	1.55
Year 2	9.00	10.45	12.00-12.30	12.30 – 1.00	2.35-2.50	
	<b>GATE B</b>	<b>BACK PLAYGROUND</b>				<b>GATE B</b>
Year 3	9.15	10.45	12.00 -12.30	12.30 – 1.00	n/a	
Year 4	9.15	10.30	12.30 -1.00	1.00 – 1.30	n/a	
Year 5	9.15	10.45	12.30 -1.00	1.00 – 1.30	n/a	
Year 6	9.15	10.45	12.30 -1.00	1.00 – 1.30	n/a	

**The table above** outlines class / bubble / year group /start and finish times